



Project/Site Street Location: _____

Latitude/Longitude (Use one of three possible formats, and specify method)

Latitude: 1. ____° ____' ____" N (degrees, minutes, seconds)
2. ____° ____' ____" N (degrees, minutes, decimal)
3. ____° ____' ____" N (decimal)

Longitude: 1. ____° ____' ____" W (degrees, minutes, seconds)
2. ____° ____' ____" W (degrees, minutes, decimal)
3. ____° ____' ____" W (decimal)

Method: U.S.G.S. topographic map ☐

EPA web site ☐

GPS ☐

Other: ☐

• If you used a U.S.G.S. topographic map, specify the map scale:

Estimated Project Start Date

/ /

Estimated Completion Date:

/ /

Month Date Year

Month Date Year

Estimated Area to be Disturbed (to the nearest quarter acre):

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III. Corrections to Location of SWPPP for Viewing:

SWPPP Street:

City:

State:

Zip Code:

-

SWPPP Contact Person:

SWPPP Contact Phone:

- -

Fax (optional):

- -

E-mail (optional):

IV. Corrections to Discharge Information:

Names of Waterbodies To Which You Discharge:

C. FURTHER DESCRIBE WHAT YOU WANT TO MODIFY (IF APPLICABLE)

D. CERTIFICATION INFORMATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name:

Print Title:

Signature:

Date:

INSTRUCTIONS FOR COMPLETING A MODIFICATION TO AN EPA NOTICE OF INTENT (NOI)

You may only use this form to modify an NOI that you submitted to EPA for coverage under the Construction General Permit (CGP). If your state is authorized to implement the NPDES stormwater program, you may not use this form. For a list of states, Indian country, and territories covered by EPA's CGP, please see <http://cfpub.epa.gov/npdes/stormwater/authorizationstatus.cfm>. If you have any questions about modifying your NOI, call the Stormwater Notice Processing Center at (866) 352-7755.

When Should You Modify Your Notice of Intent (NOI)?

You can use this form to **update or correct** information on your NOI, including:

- ✓ Owner/operator address and contact information
- ✓ Site information
- ✓ Start or end dates
- ✓ Small changes to the number of acres to be disturbed (see below for further details)
- ✓ Stormwater Pollution Prevention Plan (SWPPP) location and contact information

When Must You Submit a Notice of Termination (NOT) Instead?

- ✓ **The owner/operator has changed:** You must submit a Notice of Termination (NOT) when you transfer control of a site to a new owner/operator. The new owner/operator must then file a new NOI to obtain permit coverage under EPA's CGP. Coverage is not transferable.
- ✓ **Significant changes in the land area to be disturbed:** 1.) If your original NOI indicated the acreage of land to be disturbed was between 1 and 5 acres (defined as small construction) and now your project will disturb 5 or more acres (defined as large construction), you should file an NOT to terminate your original NOI and file a new NOI for the larger project. Please note that the CGP has different provisions for small and large construction projects. 2.) If your project was 5 acres or larger (defined as large construction) and the size of the project has increased by 50% or more, you should file an NOT to terminate your original NOI and file a new NOI for the larger project.

In both cases, your new NOI will be subject to the seven day waiting period and review by the U.S. Fish and Wildlife Service and/or National Marine Fisheries Service.

Where to Submit a Modification to an NOI

Print this completed document on your company letterhead and send to

For Regular U.S. Mail Delivery:

Stormwater Notice Processing Center
U.S. EPA
1200 Pennsylvania Avenue, NW
Mail Code 4203M
Washington, DC 20460

For Overnight/Express Mail Delivery:

Stormwater Notice Processing Center
U.S. EPA
1201 Constitution Avenue, NW
Room 7420
Washington, DC 20004

Completing a Modification to an NOI

You can type directly on to this form using your computer and free Adobe Acrobat reader. You may also print a copy and type on it, if needed. Place each character between the marks (abbreviate if necessary to stay within the number of characters allowed for each item). Use only one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions call the EPA Notice Processing Center at (866) 352-7755.

Please submit this form with an original signature in ink – do not send a photocopy!

Section A. Current NOI Information

Copy the information exactly as it appears on your NOI.

The permit tracking number is the unique tracking number that you received in your acknowledgement letter or email. The permit tracking number is **not** the permit number assigned in Appendix B of the CGP. If you don't know your tracking number, call the EPA Notice Processing Center at (866) 352-7755.

Section B. New NOI Information

Put a check mark to the left of the item in this section to indicate the change(s) you are submitting. **Use this form to provide new or updated information or to correct mistakes on your NOI. Do not** use this form for significant changes to your project, such as the transfer to a new owner/operator or significant changes in the scope of the project.

Here are a couple of examples:

- ✓ Provide updated project/street location. If the project/site lacked a street address when the NOI was filed and you now have a mailing address, please provide the new information. (You cannot use this form if the project has been moved to a different location.)
- ✓ Correct latitude and longitude of the facility. If you made a mistake on your original NOI, use this form to submit the correct latitude/longitude. Refer to <http://cfpub.epa.gov/npdes/stormwater/latlong.cfm> for more information on determining your sites latitude and longitude.
- ✓ Update construction start and/or completion date(s).
- ✓ Make small adjustments in the acreage to be disturbed. Please note that significant changes in the size of the project will require filing a new NOI. See discussion above for more details.

Section C. Further Describe in Detail What You Want to Modify (if applicable)

You can use this area to explain your changes or submit a change that does not appear elsewhere on this form.

Section D. Certification Information

This must be signed and certified, as follows:

1. For a corporation: By a responsible corporate officer. For the purpose of this Part, a responsible corporate officer means:
 - (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or
3. For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this Part, a principal executive officer of a federal agency includes
 - (i) the chief executive officer of the agency, or
 - (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

Include the name and title of the certifier and the date signed. An unsigned or undated document will not be accepted.

Please submit this form with an original signature in ink – do not send a photocopy!